XUM

NEW ZEALAND LIBRARIES

Official Bulletin of the New Zealand Library Association, Incorporated

N.S., Vol. III., No. 8 ISSUED AT WELLINGTON, N.Z. MARCH, 1940

CONFERENCE 1940.

THE Proceedings of the Conference held in February will be printed and issued as soon as possible. The co-operation of those in charge of seminars in sending in short reports of what took place will expedite the work considerably. From many points of view the Conference was an interesting and important one. It is not the practice in NEW ZEALAND LIBRARIES to anticipate the formal Proceedings by discussing matters which were considered during the deliberations, but for the benefit of those members who were unable to be represented or to be present in person at the Conference it should be noted that a full programme of work was covered, including a number of most interesting seminar discussions.

The election of Officers resulted as follows:

Patron: Hon. P. Fraser, M.P., Minister of Education.

President: Dr. G. H. Scholefield, O.B.E., F.L.A.

Vice-Presidents: J. Barr, F.L.A., W. J. Gaudin; A. L. Low, Miss E. Melville, W. C. Prosser, F.P.A., N.Z.

Council: G. T. Alley, M.A., Miss A. M. Blackett, C. W. Collins, M.A., A.B.L.S., F.L.A., A. G. W. Dunningham, B.A., E. B. Ellerm, Miss A. K. Elliot, H. C. D. Somerset, M.A.; C. R. H. Taylor, M.A., Dip. Jour.

Hon. Secretary: J. Norrie, F.L.A.

Hon. Solicitor: J. R. Marshall, LL.M.

Hon Asst. Secretary: C. S. Perry, LL.B.

Hon. Auditor: B. O. Peterson, A.R.A. N.Z., A.I.A.N.Z.

Hon. Barrister: J. O'Shea, M.A., LL.B.

Hon. Editor: C. S. Perry, LL.B.

Details of Dr. Scholefield's career appeared in NEW ZEALAND LIBRARIES for October, 1939, in connection with the award to him of a Fellowship of the Library Association, London. His election to the position of President will provide a worthy successor to those able Presidents who have guided the steps of the Association in the past. Two Vice-Presidents, both past Presidents of the Association, Mr. T. D. H. Hall, C.M.G., LL.B., and Mr. Ernest J. Bell, F.L.A., did not seek re-election in any capacity. The debt of the Association to both is great. Mr. Hall came to us at a time when it was vital that we should set our house in order: he has taken a leading share in the work, and now that we are properly constituted, adequately financed, and firmly established in every way, he has retired from active participation in the guidance of the Association. To Mr. Bell also the Association owes a great debt. He carried on NEW ZEALAND LIBRARIES in the form of the Bulletin of the Association for many years when the Association itself was by no means the influential body it is to-day, and held the office of Secretary during some of the formative and important years. The Association has been fortunate in the help which it has received from both Mr. Hall and Mr. Bell.

A feature of the Conference was the opportunity given to delegates to visit the various libraries in Wellington, in particular the New Wellington Central Library. Mr. J. Norrie, the City Librarian, as the leader of a seminar on Library Buildings, concluded his remarks by showing those present all round the building. It is interesting to note that the culmination of Mr. Norrie's campaign was recognized by the members of his own staff, who tendered him a dinner shortly after opening day. On that occasion he was presented with an address signed by the members of the staff in the following words: "On the occasion of the opening of the Central Library,

XUM

the members of the staff of the Wellington Public Libraries desire to extend to you their warmest congratulations. They feel that the magnificent building which is now the headquarters of the public library service in Wellington will long stand as a tribute to your foresight, confidence, patience and unremitting hard work since you assumed control of the Libraries. As the best they can wish you, they join in hoping that the latter part of your term of office will be marked by as outstanding success as the earlier, and that you and Mrs. Norrie may live long to see the enduring influence of your work." Mr. Norrie responded to the toast of his own health and outlined the steps which had gone towards the establishment of the new building. In his remarks he paid tribute to the support he had received from the members of his staff.

GENERAL NEWS.

1941 Conference.

The Secretary would be very glad to receive comments or criticism about the recent Conference which might be helpful when arrangements are being made for the Conference to be held in Dunedin in 1941. Any suggestions with regard to the programme would be welcome.

St. Kilda Public Library.

The annual report of the library for the year ended 31st December, 1939, refers to the resignation of the Hon. Secretary, Mrs. E. E. Laing, who has served the library for twenty-six years. Her retirement will be a severe loss to the institution. It is to be hoped that it will not be long before someone else who is interested in the library movement will offer to take over Mrs. Laing's duties.

Examinations.

"The Library Association Record" and other professional papers have recently intimated that at its December meeting the Library Association Council decided to resume the December examinations in 1940. It was for a time feared that the precedent of the last war would be followed and that the December examinations would be omitted altogether.

The Library's Bill of Rights.

The following statement, which appeared in the *Wilson Library Bulletin*, was adopted by the Council of the American Library Association in June, 1939, and recommended for adoption by governing boards of individual libraries:

"To-day indications in many parts of the world point to growing intolerance, suppression of free speech, and censorship, affecting the rights of minorities and individuals. Mindful of this, the Council of the American Library Association publicly affirms its belief in the following basic policies which should govern the services of free public libraries:

1. Books and other reading matter selected for purchase from the public funds should be chosen because of value and interest to people of the community, and in no case should the selection be influenced by the race or nationality or the political or religious views of the writers.

2. As far as available material permits, all sides of questions on which differences of opinion exist should be represented fairly and adequately in the books and other reading matter purchased for public use.

3. The library as an institution to educate for democratic living should especially welcome the use of its meeting rooms for socially useful and cultural activities and the discussion of current public questions. Library meeting rooms should be available on equal terms to all groups in the community regardless of their beliefs or affiliations."

Wellington Public Libraries.

It is always a difficult matter to transfer the stock of a library to a new building. In Wellington the problem was solved by a voluntary offer from the boys of Rongotai College to carry the books over. The work was done on the morning of Friday, February 9, and a total of 60,000 books was carried across by two chains of boys—one dealing principally with lending books, and one principally with reference books. Every boy was numbered both back and front, and when the books came to be examined after being shelved in the new building, it was found that the original Dewey order had been well maintained. The occasion was a pleasant one and attracted a great deal of public attention, and the Wellington City Council showed its appreciation of the action of the boys by granting to each an intermediate subscriber's ticket for a period of twelve months.

On Tuesday, 13th February, the official inspection and opening of the new building was held. The speakers were the Hon. P. Fraser, M.P., Minister of Education; His Worship the Mayor of Wellington, T. C. A. Hislop, Esq., C.M.G.; and the Chairman of the Libraries

Committee, Cr. W. J. Gaudin, a past President of the Association. Congratulations from those present were very warm, and the function concluded with afternoon tea and a tour of the building.

The character of the work in Wellington has already changed very largely due to the removal of the restrictions on borrowing reference books. Practically all the books in the Reference Department may now be borrowed by subscribers or rental borrowers, and the privilege is very largely availed of. Great developments in the way of co-operation with cultural societies are obviously coming from the establishment of a Lecture Hall and Meeting Room, and it appears that it will not be long before the Lecture Hall unit is booked out for every available night.

Cr. J. Siddells.

Cr. J. Siddells and Mrs. Siddells of Wanganui were congratulated recently by the Association on the occasion of their Diamond Wedding. It was very pleasant to have Mr. Siddells with us at Conference and to hear his liberal views on the subject of libraries.

Mr. H. Baillie.

An old friend who was with us at Conference was Mr. Herbert Baillie, one of the founders and pillars of the Association. He was accorded an enthusiastic reception.

Library Service in Time of War.

A circular sent out by the Secretary of the Library Association, London, consists of a memorandum addressed to the Lord Privy Seal by the Association, and Sir John Anderson's reply from the Home Office. An appreciative note on the proposals from the Board of Education is also appended. The original memorandum is as follows:

"Chaucer House,
3rd May, 1939.

To SIR JOHN ANDERSON,
Lord Privy Seal.

"The Officers of the Library Association have the honour to submit for the attention of the appropriate authorities certain considerations relative to the functions of Libraries and Librarians in time of National Emergency, and to state on behalf of the official organisation, the Library Association, that the profession as a whole would wish that the maximum use be made of their services. They would desire to collaborate in ascertaining the most effective way in which the organisation of libraries and the trained capacities of librarians can be most effectively applied.

"Broadly speaking, libraries are of three kinds:—

1. Those of Universities and similar institutions.
2. Those of research Societies and industrial groups.
3. Public Libraries.

"It is probable that the technical staffs of (1) and (2) would be engaged upon research work of national importance, but if any of the teaching institutions should be closed, their library staffs could well be transferred to new or expanded research departments of the Government. (It might be well to point out at this stage that the training of librarians is by no means confined to the orderly arrangement and accessibility of knowledge contained in books, but covers all other forms of recorded information).

"The temptation locally to appropriate public library staffs and buildings is a very strong one. But public libraries are shown conclusively by the experience of the last war to serve two very useful purposes, the collection and dissemination of information, and the maintenance of the morale of the public by preserving recreational and educational facilities which can be carried on in people's own homes. The need of a provision of recreational opportunity will be the more urgent in that all public places of entertainment will probably be closed, whilst the effects of disrupting the work of schools and polytechnics can be much diminished if the public library service remains available. The library service would wish to bear its full share in the national emergency work; but it is strongly urged that due consideration should be given at the same time to the importance of the maintenance of an adequate library service, even if it had to be to some extent restricted.

"There is reason to believe that there are certain duties of an intermittent or emergency nature which could be carried out by library staffs within the library premises and still leave the opportunity for carrying on a library service. Furthermore, some of those duties are those for which library staffs are particularly qualified, notably *(a)* Food Control, *(b)* National Registration, *(c)* A.R.P. Report Centres. Librarians are experts in indexing and filing and maintenance of records, whilst the senior officials have administrative experience and

knowledge of Local Government organisation, and are accustomed to daily contact with the public. It is therefore felt that, wherever possible, such duties should be combined by the allocation of appropriate war work to the library department so that both staffs and buildings may be used in the dual capacity.

"Special regard should also be paid to those librarians whose work is of a technical, scientific or research character, and it is suggested that there will be many departments in which their knowledge and experience will be of great value. If directions could be given, the Library Association would be prepared to locate and enrol people with the appropriate qualifications for the duties indicated.

"Moreover it is quite clear that in war time the incidence of population as between urban and rural areas would be very different from normal. The Association would be prepared to organise regional Committees which would endeavour to provide books and service wherever needed by pre-arranged co-operation. This is of great importance, not only on the grounds of public morale already mentioned, but because it will help to provide essential education for children and adolescents whose normal school life is interfered with. Service to hospitals, camps, convalescent depots and similar institutions would also be covered in this way.

"This memorandum is submitted, on the one hand to express the desire of the Library Profession to place its full efforts at the disposal of the nation and to offer the service of the Association in organising appropriate action on policy indicated by the Government, and on the other hand to enlist the support of the Government for the general principle that the Library Service can in war time fulfil a vital function, which may possibly be overlooked by some individual local authorities. Finally, it will be remembered that after the last war the library movement was privileged to play a very important part in the work of reconstruction. The problem would be no less acute after another war and it is therefore essential to preserve one of the most important elements for the rapid return to normality of the national life.

"The officers of the Library Association would appreciate an opportunity of discussing with your Department, and if necessary amplifying, the considerations herein briefly set out."

New Zealand Libraries.

A direction from Conference to the effect that NEW ZEALAND LIBRARIES should produce issues along special lines of various aspects of library work is to be considered shortly by the Bulletin Standing Committee. It is expected that it will not be long before such issues begin to make their appearance.

Centennial Publications.

Mr. E. H. McCormick, Editor of the various Centennial Publications, appeared at Conference and spoke of those publications which have so far appeared, and of those which are still to make their appearance. He had actual examples of the former, including a copy of the long expected *Dictionary of National Biography*, which Dr. Scholefield has compiled over a period of several years. It will not be long before the Dictionary makes its appearance on sale. Some of the typography specimens which Mr. McCormick produced for the information of the delegates were equal to anything that has so far appeared in New Zealand.

Director of Education.

The warmest congratulations of all our members will go to Dr. C. E. Beeby on his appointment as Director of Education. For some time past he has held the office of Assistant Director, before which he was in charge of the Council for Educational Research. The splendid work he did there is well known to the members of the Association. As a practical educationist who has filled the chairs of both Education and Philosophy at the Canterbury University College and has moreover carried out a great deal of educational work in the field and shown an unusual talent for administration, Dr. Beeby will be a great acquisition to the Government in the important and responsible post to which he has been appointed. Our good wishes go to him for a most successful term of office.

Service to Schools.

The schools box library service operated by the Wellington Public Libraries has this year been extended to schools in the Hutt Valley District, and about twenty new schools have taken advantage of this opportunity of borrowing books. The service is now given to over fifty schools, and is much appreciated by both teachers and children. Miss K. E. Harvey, who spent some time in the United States studying children's work is in charge of the scheme, and through her efforts an excellent standard of book selection has been maintained.

The old fashioned idea that children would read anything and that therefore the cheapest books would do them is now being replaced everywhere by the realization of the fact that

if children are given the best books to read and trained to appreciate them that they will be satisfied with only the best literature for the rest of their lives.

One of the greatest improvements which New Zealand libraries have made in recent years has been the improvement of library service to children. Not only have public libraries such as New Plymouth and Christchurch realized the need for a similar service to the one operated in Wellington, but teachers and educational authorities are awakening to the important part which libraries can play in school life.

The Standing Committee on School and Children's Libraries (South Island), is compiling an annotated list of children's books suitable for primary schools, and this will be available shortly. It is hoped that members will make every effort to interest the primary school teachers in their district in the need for a better service to children, and perhaps let them know that this list will be available from headquarters.

The Seminar for public and primary school libraries, held during the Conference, was particularly helpful. An attempt was made to answer the following questions: Do we need standards by which to judge children's books? Are children themselves the best judges of their reading? What is the difference between the mediocre and the worth while in children's literature? Can we expect city councils to support a service of mediocre children's books? When should library service to children begin? Which modern books for children are worth stocking? To what extent should popular juveniles be duplicated? Is the small library justified in spending money on magazines reviewing children's books, and bibliographical books like the Children's Catalog? The Seminar concluded with a review of contemporary English and American children's books.

Members and delegates present at Conference were glad to meet the Liaison Officer, Miss E. J. Carnell, and are looking forward to meeting her again shortly when she visits them in their own libraries, so that they will have an opportunity of discussing their problems with her. We feel sure that members of committees and librarians will benefit greatly from their discussions with her both at Conference and during her trip round New Zealand visiting all the institutional members.

Schools Section.

Miss E. F. Turner has now assumed the convenership of the Schools Section. Her address is c/o. The Girls' High School, Palmerston North.

POSSIBILITY OF ESTABLISHING FRIENDS OF THE LIBRARY GROUPS IN NEW ZEALAND.

(Report published by Direction of Conference).

The Committee set up to consider this matter decided after a preliminary discussion to send abroad for details of the workings of overseas groups. Having considered the material which duly arrived and having made allowances for the different circumstances in New Zealand the report which follows was drawn up.

For the purposes of this report, libraries were grouped in three main classes:—

(1) University and special libraries.

(2) Public libraries in the cities and the large towns.

(3) Public libraries in the small towns.

The boundary between the last two classes is necessarily vague and shifting, but for the sake of definition the towns in class (2) may be described as those with a population of 10,000 and over, the towns in class (3) as those with a population of between 1,000 and 10,000.

The objects of Friends of the Library groups abroad are to promote the acquisition of books by direct contribution from funds, by special appeals, and by encouraging gifts and bequests.

There is little doubt that groups can be built up more readily around university and special libraries than around public libraries. Their needs are more clearly defined and demonstrated and there are associations of sentiment which can be called into activity. These groups appear to be the most active in America and groups in England are apparently of this nature exclusively.

Groups attached to public libraries in large towns will be perhaps more difficult to form. The interest in such libraries is more diffused and little sentiment attaches to them. In New Zealand the fact that most of these are subscription libraries and therefore limited in membership also tends to lessen interest.

There is no doubt, however, that university libraries and the public libraries in cities and large towns could derive great benefit from the activities of groups. It is suggested that a librarian wishing to form a group should carefully select a number of influential people who are likely to approve the idea. At a meeting the aims of the proposed group can be outlined, rules drawn up and a committee elected. A drive for membership can then begin. There is a choice between making the subscription relatively high thus limiting the membership, or making it low in the attempt to attract a large membership. The second course involves much more canvassing for much the same financial result as would be got from the first, and in both cases the really active membership will be about the same. To hold the interests of these active members it will probably be found necessary to arrange for an attractive social programme.

It appears to this committee that the most outstanding work can be done by Friends of the Library in small country towns. The community is compact, and local patriotism is more easily mobilised. In country towns people are also usually jealous of their surviving institutions.

The functions of groups will differ greatly from those of city groups and the personnel will differ also. In many cases the initiative must be looked for not from the librarian or from a committee member but from a person at present unconnected with the library. The qualifications to be looked for are enthusiasm and a willingness to do a certain amount of work. There is no need to form an extensive organisation. What are wanted are, in fact, the present committees galvanised into activity with, perhaps, co-opted members. If this activity cannot be stimulated from inside, it must be aroused from outside.

The usefulness of such groups will depend in most instances on the leadership of one or two active and intelligent members and it is most essential that those persons should be found in the first instance. It is suggested here that the knowledge of the newly appointed Liaison Officer and of the C.L.S. Field Librarians will be most useful in finding key people; and that it might be disastrous to attempt to introduce the movement widely without a careful survey of the conditions in each place.

The work of these groups is various and can be made interesting. Attempts can be made to raise the standards of the library and its users, the local newspapers can be approached for weekly columns in which news of the library and notices of books can be inserted, displays can be arranged with the assistance of the shopkeepers, drives for membership made and appeals for any special funds launched. New life can be brought to junior departments where they do exist and junior departments formed where there are none. If, as at present in most cases, these departments are not free, the most important work to be done would be to use every pressure to have them made free and to raise whatever funds might be necessary to enable them to carry on.

Where necessary the work of the librarian can be lightened, modern systems introduced, processing done, the library brightened and made attractive and a host of other jobs carried out, which will suggest themselves in abundance to active groups.

Any suggestions which have appeared here are purely tentative and it will almost certainly be found necessary to alter and adapt them in each case.

Finally the committee recommends that the Library Association ask the Country Library Service to undertake the formation of Friends of the Library groups in several small towns. This Service is in the most favourable situation to give advice and assistance to such groups and to survey the results of their work.

W. A. Lindsay, *Convener.*
W. J. R. Scollay.
J. O. Wilson.

This report was adopted by the Association at the Business Meeting held during Conference.

FICTION POLICY AND PAY COLLECTIONS.

(Report published by Direction of Council).

In response to a request from Council the Fiction Committee submits the following report. The first responsibility of the free library, whether it runs a pay collection or not, is to give the range of fiction service which only a free public library service can give. This can be discussed under two heads (1) Replacement policy; (2) Current novels.

XUM

(1) REPLACEMENT POLICY.

The library should decide on a fiction replacement policy which it can afford. If possible it should include the following:

(a) Selection of reasonable range of books representing the history of the novel in English, *i.e.*, a reference service of the classics in English literature.

(b) Selection of a reasonable range of translations of outstanding novels in other languages.

(c) Selection of a reasonable range of the work of modern English and American novelists whose work has been regarded as outstanding during the last 30 years, *i.e.*, a reference service of the modern novel.

(d) The library should make a decision as to whether it can afford to stock and replace a range of titles representing the popular novel. These titles would include such authors as Farnol, Wodehouse, Sayers, etc. If the library decides that it can afford to carry this stock on a free basis, two policies are possible:

(i) *Selection by author.*

The library can select a reasonably restricted range of titles to represent authors and stock the selection strongly enough so that the titles do recur on the shelves, *i.e.*, this provides a reference service of popular novelists.

(ii) *Selection by subject.*

The library can select the popular novel for replacement by subject content; it can plan frequent displays of related reading, *e.g.*, novels and books on the work of doctors; novels and books on Australia; novels and books on New Zealand; novels and books on periods of English history; novels and books on Argentine, etc.

What the library does will depend on the amount of money available; the first policy is much more costly and the second policy has the advantage of being more related to the other work of the library. The first policy could also easily be commercialised or given in the pay collection; there is for this reason less obligation to give it as a free service.

(2) CURRENT NOVEL.

Libraries which are free should stock without doubt those literary novels which would not be available unless they were bought by the public library. If the library is also carrying through its obligation to satisfy the subject demands and interests of the local community with books, pamphlets, clippings, magazine articles, etc., which only the public library can give, then there is no reason why (if the committee is prepared to spend the money) the library should not give some service of the popular novel on a free basis. The implication of doing this must not be overlooked. It means that the Library Committee believes that not enough of the various current novels will get to the public if the barrier of 2d., 3d. rental is imposed in the pay collection or 6d. in the rental libraries. The Committee must then take the step of actively pushing these novels by making them free; this of course will automatically step-up the demand. Some decision as to the importance of the current novel *per se* must have been taken before the committee decides to "boost" it by making it free, because this is what "freeness" means. It might be wiser to have a policy simply of "boosting" the occasionally very good book so as to get it to a wider public.

We must always remember, however, that the current novel is in itself very popular and can usually be commercialised. This means that as a public service there is no great obligation to give it. Libraries with a pay collection could transfer nearly the whole of this demand legitimately, from this point of view, to a rental basis.

As Esdaile has said in England, "It becomes more and more difficult to justify, honestly, the continuation of our more popular activities. If we would preserve our integrity, we must gradually slough off the things which others can do as well and concentrate increasingly on that which we alone can do."

The majority of New Zealand libraries make a subscription charge. It would appear better to make a rental charge for the more popular part of our services and to decide in practice, or "gradually" as Esdaile says, whether the service of the current and popular novel should be given at all except where there is some literary or subject justification for it; in the meantime, maintenance of this service on a rental basis in a library which has previously not been free is not likely to cause any public irritation. Apart from this kind of service there is still remaining a wide range of fiction demand, as outlined above, which only the public library can satisfy, and which could never be available commercially. This will remain the responsibility of the public library.

A. G. W. DUNNINGHAM,
Convener.

XUM

SCHOOLS' SECTION

CATALOGUING: AN OUTLINE.

By Miss J. W. Rawson, M.A., F.L.A., Chief Cataloguer, Country Library Service, Wellington

PART I.

In any library a good catalogue is an essential tool. A library may possess a fine collection of books, but until those books have been fully and carefully catalogued, they are of little value, except to those who are already familiar enough with their contents to be able to find what they require without assistance. In a school library the aim should be to build up the catalogue in such a way that it will serve as a key to the contents of the whole collection, and will yet be simple enough in construction for the pupils to use it for themselves.

A catalogue of books, unlike a list (which may or may not follow any particular order) is a list of the books in any one library, compiled in accordance with some definite principle of arrangement.

For the majority of books, entries are made under (1) author, (2) title and (3) subject (except for works of pure imagination). The amount of detail to be included will vary from library to library, according to local requirements, but in any one library, cataloguing practice must be consistent, and in order to make certain of this, all decisions must be recorded and must be closely adhered to by the librarian.

The author entry is, with few exceptions, the main entry and includes the greatest amount of detail. The "standard" type of main entry gives the following information: (1) author's name in full; (2) title of the book; (3) name of the editor or illustrator, if any, and the number of the edition, if other than the first; (4) place of publication; (5) name of the publisher; (6) date of the edition catalogued, and (7) a statement of the number of pages (or volumes), illustrations, and the size of the book (in centimetres).

Small libraries may not wish to include all these details, but essential information must be recorded. In the case of non-fiction, the author's full name, the title (judiciously abbreviated where it is very long), the number of the edition, if other than the first, and the date of publication should all be included, while the size of a book need be given only when it is oversize and is shelved in a special place reserved for large volumes. For fiction, author and title may be considered sufficient.

In the case of collections of plays, stories or biographical sketches, contents notes are of great value.

Added entries made under title and subject may be abbreviated, giving simply (1) author's surname, followed by initials; (2) abbreviated title, and (3) number of edition, if other than the first.

The code of cataloguing rules in general use is that known as the Anglo-American code, which is very fully discussed in "Cataloguing: a textbook for use in libraries," by H. A. Sharp. Monica Cant, in her useful little book "School and College Library Practice" gives an excellent summary of the main rules, an adaptation of which is given below.

(1) Enter a book under the name of its author, whether individual or corporate, and enter collected contributions by a number of authors under the name of the editor:

Sutherland, Halliday Gibson—A time to keep.

Palgrave, Francis Turner (ed.)—Golden treasury of English verse.

Library Association—Books for youth.

Works universally known by their title, may, however, be entered under the title:

Oxford book of English prose.

Anonymous works, of which the author cannot be traced, are entered under the first word of the title other than an article.

(2) Enter a work written jointly by two authors under the name of the first followed by that of the second, and refer from the second name:

Bridges, Thomas Charles, and Tiltman, H.H.

Tiltman, Hubert Hessell *see* Bridges, T. C. (jt. author).

Books written by more than two authors are entered as below:

Anderson, George, and others.

(3) Enter English compound surnames under the first part of the name, and refer from the second.

Royde-Smith, Naomi.

Smith, Naomi Royde- *see* Royde-Smith, Naomi.

Continental compound names should be entered under the first part of the name:

Valtery-Radot, Jean.

(4) Enter all English surnames with a prefix under the prefix:

De la Mare, Walter.

Enter French names under the prefix when it consists of or contains an article:

La Fontaine, Jean de; Des Granges, C. M.

otherwise under the part following the prefix:

Musset, Alfred de.

Enter Italian and Spanish names under the prefix when it consists of the article alone. Also enter under the prefix, whatever the nationality, when the name is written as one word:

Delafield, E. M.

Enter all other names, such as German and Dutch, under the part following the prefix:

Beethoven, Ludwig van.

(5) Enter under their forenames, saints, monarchs, ruling princes, and popes:

George V, King of Great Britain.

Francis, Saint, of Assisi.

Pius XII, pope.

(6) Enter English noblemen under their family names and refer from their titles:

Bathurst, Charles, 1st viscount Bledisloe.

Bledisloe, Charles Bathurst, 1st viscount *see* Bathurst, Charles, 1st viscount Bledisloe.

(7) Enter ecclesiastical dignitaries (except popes) under their surnames:

Temple, William, archbishop of York.

(8) Enter pseudonymous works under the author's real name when known, and refer from the pseudonym:

Dorling, Henry Taprell (Taffrail, pseud.)

Taffrail, pseud. *see* Dorling, H. T.

A few exceptions may be made for writers who habitually use a pseudonym and are universally known by it in literary history:

Eliot, George; Carroll, Lewis.

A record should be kept of such exceptions.

(9) Enter a married woman under the earliest name (not necessarily her maiden name) which she has used as an author, and refer from later names:

Potter, Beatrice (Mrs. Sidney Webb).

Webb, Beatrice (Mrs. Sidney Webb) *see* Potter, Beatrice.

If a woman does not use her husband's forenames or initials on the title-page, they need not be given:

Meynell, Mrs. Alice.

(10) Enter classical writers under the forms adopted in a standard classical dictionary, such as "Smith's Dictionary of Greek and Roman Biography."

(11) Enter documents published by the authority of governments, whether central or local, or by any of their departments, under the name of the country or area concerned:

Great Britain, Home office.

Middlesex, County council.

(12) Enter the official publications of a society, such as reports and transactions under the first word other than an article of its corporate name, and refer from any other name by which it may be known:

Library Association. Report of the proceedings of the 21st annual conference.

(13) Enter the publications of an institution (*i.e.*, a body to whom the possession of a building is essential to its organization, such as a university, school, museum or art gallery) under the name of the place in which the institution is situated:

Wellington. Public library.

Institutions whose names are distinctive, may, however, be entered under their own names, with a reference from the name of the place where they are situated:

John Rylands library, Manchester.

Manchester. John Rylands library *see* John Rylands library, Manchester.

(14) Enter sacred books and anonymous classics under the English name by which they are known:

Bible; Talmud; Koran; Reynard the Fox; Beowulf.

(15) Enter periodicals (except those which are published by a society or institution and are limited to reports of their proceedings) under the first word of the title other than an article:

Current history; Times literary supplement.

(16) Enter directories and year-books under their titles:

Daily mail year book.
Newspaper press directory;

but those of societies and institutions are entered under that heading:

Library association. Year book.

(17) Enter encyclopaedias and dictionaries under the name of the editor, except in the case of those works which are definitely better known by their titles:

Spence, Lewis (ed.)—Encyclopaedia of occultism;

but,

Encyclopaedia britannica.

When entering under the editor a work whose title includes the name of the publisher, a reference must be made from the name of the publisher. When entering under the title of the work, make a reference from the name of the editor.

(18) Enter a musical work under the name of the composer, and indicate the kind of work, the instruments for which it is set, the key, the opus number, and the nature of the score, where this is not self-evident. The title may be translated into English.

Brahms, Johannes—(Clarinet) trio in A minor, op. 114.

The best source from which to find out the correct form of an author's name is the "Cumulative Book Index" published by H. W. Wilson Co., of New York. While few schools are likely to subscribe to this index, it may be possible for them to obtain back numbers by arrangement with some of the larger public libraries. Failing this, the standard works of reference, such as the "Encyclopaedia Britannica," "Who's Who," and the "Oxford Companion to English Literature" are reliable guides.

(Part II. will appear in our April issue).

THE PLACE OF THE LIBRARY IN EDUCATION—ITS PART IN SCHOOL LIFE.

Lucile F. Fargo opens her splendid book "The Library in the School" with the words "The organized school library is a twentieth century phenomenon, explicable only in the light of the educational development of the last quarter century. To comprehend it is to comprehend the basic principles of the new education. To state its objectives is to translate library aims into terms of educational objectives."

The British viewpoint is expressed by the Rt. Hon. Oliver Stanley in his foreword, as President of the Board of Education, to the Report to the Carnegie United Kingdom Trust by the committee appointed to enquire into the provision of libraries in secondary schools in Great Britain and Northern Ireland; Edinburgh: Constable, 1936, entitled Libraries in Secondary Schools:

"First, it is the workshop of the school to which the class teacher can refer and where the pupils can find material for their individual work. Secondly, it is a place where boys and girls can find new outlets for their interests and perhaps lay the foundations of a life-long hobby in an attractive book on Art or Architecture, Music or Literature, Sport or Handicraft. Thirdly, it is a retreat where children can develop a taste for general reading, guided perhaps by a wise and tactful librarian. We may perhaps sum up all these functions by saying that the library should be the centre of intellectual life for the whole school."

The American statement implies more than the British, for Miss Fargo has in mind the new trend in education which has led teachers throughout the United States far more even than in Great Britain to examine the word "education" and to insist upon proper emphasis being placed upon its derivative meaning, "drawing out," developing, encouraging; as opposed to cramming in, standardising, regimenting. Character, if you will, versus facts—or thought versus memory. Broad distinctions, these, and not absolute, but they serve to mark the difference in outlook.

It is not enough for the library to be at hand for reference and the issue of books. The Americans discovered this long since, when they laid such stress upon the idea of the "project." The library should be the essential background, the research laboratory, out of the heart of which lead the lines of research and study which the individual teachers are employed to foster. Teacher and librarian should work hand in hand: the librarian with all his sources at command, the teacher and his class a band of investigators.

This is an ideal, and one not easily capable of achievement. But the higher the ideal—it is a trite saying but a true one—the greater the probable measure of success.

REVIEWS AND EXCHANGES.

"ALA BULLETIN," January, 1940, Vol 14, No. 1, Parts I. and II.

"LIBRARY ASSISTANT," January, 1940, Vol. 33, No. 1.

"THE LIBRARY ASSOCIATION RECORD," January, 1940, Vol. 42, No. 1.

"THE LIBRARY WORLD," January, 1940, Vol. XLII, No. 483.

"ONTARIO LIBRARY REVIEW AND CANADIAN PERIODICAL INDEX." February, 1939, Vol. XXIII., No. 1.

"REPORT OF THE INSPECTOR OF PUBLIC LIBRARIES" (Reprinted from the report of the Minister of Education for the year 1938). Toronto, 1940.

"WILSON LIBRARY BULLETIN," January, 1940, Vol. 14, No. 5.

"BUSINESS INFORMATION SOURCES," December, 1939, Vol. 10, No. 4. Cleveland, Ohio.

ANNOUNCED:

"BIBLIOGRAPHY OF SWIMMING," compiled by Frances A. Greenwood. H. W. Wilson Co., New York, 308 p. $4.25.

BOOK LIST—February, 1940

No annotations are given where titles are sufficiently self-explanatory, or for lighter fiction by well-known authors. All prices shown are published prices.

GENERAL:

Thompson, D.—Between the lines. Muller. 3/6 1939 070
Analyses the propaganda content of the daily newspaper.

PHILOSOPHY:

Money-Kyrle, R.—Superstition and Society. Hogarth 3/6 1939 133
Lectures on the irrational beliefs held by man at various times.

RELIGION:

Bienenfeld, F. R.—The Germans and the Jews. Secker and Warburg. 7/6 1940 296
Careful study of the causes of anti-semitism in Germany.

Jones, E. Stanley.—Along the Indian road. Hodder & Stoughton. 6/- 1939 266
A missionary's impressions of Indian culture and religious feeling.

SOCIOLOGY:

Laski, H. J.—The danger of being a gentleman. Allen & Unwin. 7/6 1939 304
Eight essays on political subjects by a prominent Left-wing writer and scholar.

Marriott, J. A. R.—Commonwealth or anarchy. Oxford. 5/- 1940 327.4
A historical survey of the causes of friction in Europe and the possible remedies.

Peterson, H. C.—Propaganda for war. University of Oklahoma press. $3 1939 301.15
Documented study of the attempts to influence neutral opinion during the last war.

NATURAL SCIENCE:

Barrett, C.—Koonwarra. Oxford. 8/6 1939 591.994
Readable account of Australian birds and animals, and a naturalist's adventures in search of them.

Haldane, J. B. S.—Keeping cool. Chatto & Windus. 7/6 1940 504
Essays on "Unsolved problems of science," "Human biology and politics," "What is death?" etc.

Lane, F. W.—Nature parade. Jarrolds. 15/- 1939 590
Collection of little-known facts about animals illustrated with striking photographs.

APPLIED SCIENCE:

Campbell, Sir M.—The romantic story of motor racing. Hutchinson. 6/- 1939 629.2

Keeble, Sir F.—Science lends a hand in the garden. Putnam. 10/6 1939 635
Essays for gardeners on the science behind gardening practice.

Stopes, Marie C.—Your baby's first year. Putnam. 5/- 1939 649.1
Handbook for young mothers.

FINE ARTS:

Boulton, E. H. B.—Timber buildings for the country. Country life. 10/6 1939 728

Ford, R.—Children in the cinema. Allen and Unwin. 7/6 1939 791.4
Discusses social and psychological effects of films upon children.

LITERATURE:

Campbell-McInnes, J.—The music of language. F. Harris co. 4/- 1939 808.5

Ford, F. Madox—The march of literature. Allen & Unwin. 16/- 1939 809
Readable account of literary history.

TRAVEL:

Chiang Yee.—The silent traveller in war time. Country life. 7/6 1939 914.2
Pleasant sketches of contemporary England by a Chinese observer.

Dutton, R.—The land of France. Batsford. 8/6 1939 914.4
Readable description by an enthusiastic tourist.

Pontefract, E. & Hartley, M.—Yorkshire tour. Dent. 8/6 1939 914.274

Rebell, F.—Escape to the sea. Murray. 8/6 1939 910.4
Single-handed cruise across the Pacific by a young Australian yachtsman.

Ross, L. Q.—The strangest places. Constable. 7/6 1939 917.3
Describes odd corners in New York, and other cities.

Steven, F. L.—Under London. Dent. 8/6 1939 914.21
Entertaining account of the sewers, tubes, crypts, buried rivers, etc., under London.

BIOGRAPHY.

Denniston, J. G.—A New Zealand judge. Reed. 7/6 (N.Z.) 1939
Biography of Sir John Denniston.

Fortescue, Winifred.—"There's rosemary there's rue." Blackwood. 12/6 1939
Autobiography of an actress.

Harness, W. H.—Lord Clive. Massie. 8/6 1939

Jerger, J. A.—Doctor, here's your hat. Cape. 10/6 1939
Another medical autobiography.

Quennell, P.—Caroline of England. Collins. 12/6 1939
Biography of George II.'s queen.

Roberts, R. E.—Portrait of Stella Benson. Macmillan. 15/- 1939

Weekley, E.—Jack and Jill. Murray. 5/- 1939 929.4
The derivations of Christian names. Claims to include "all genuine names in familiar use."

Williamson, H.—Children of Shallowford. Faber. 8/6 1939
The home life of a prominent naturalist who believes in the social value of contact with nature.

HISTORY:

Beard, C. A. & Beard, M. R.—America in midpassage. Dent. 18/- 1939 973
Comprehensive survey of America during the last ten years.

Cowan, J.—Settlers and pioneers. Dept. of internal affairs. 5/- (N.Z.) 1940 995
Sketches of pioneer life.

Mackintosh, J.—The paths that led to war. Blackie. 10/6 1940 940.5
Review of European affairs since 1919.

Rauschning, H.—Hitler speaks. T. Butterworth. 10/6 1939 943.085
Records conversations with Hitler between 1932 and 1934. By a former Nazi leader.

Wells, H. G.—The new world order. Secker and Warburg. 6/- 1939 901
Advocates a world state as the solution of the present disaster.

FICTION:

Ashihei Hino.—War and soldier. Putnam .. 8/6
Novel of the war in China, from the point of view of a Japanese private.

Blake, W. J.—The painter and the lady. Cassell 9/6
"Novel of ideas" written round the compromise between art and business necessary in modern society. By the author of "The world is mine."

Blake, G.—The valiant heart. Collins 8/6
Written round the last war.

Bowen, M.—The circle in the water. Hutchinson 7/6
Historical novel of Claverhouse and the risings of the Covenanters during the reign of Charles II.

Di Donato, P.—Christ in concrete. Gollancz 7/6
Powerful story of an Italian colony in America.

Henriques, R.—No arms, no armour. M. Joseph 7/6
Life in the regular army, and the gradual revolt of a young officer against military tradition.

Hichens, R.—That which is hidden. Cassell. 8/6

Jacob, N.—Full meridian. Hutchinson. 8/6
Story of a woman's struggles in business and in her family relationships.

Jordan, H.—Anchor comes back. Hodder & Stoughton 8/6

Llewellyn, R.—How green was my valley. Nicholson & Watson 8/6
Life in South Wales.

Merrick, E.—Frost and fire. Heinemann .. 7/6
The struggles of a fur trapper in Labrador.

Mottram, R. H.—Miss Lavington. Hutchinson 7/6

Newman, B.—Death to the spy. Gollancz. 7/6
Brightly written thriller.

Phelan, J.—In the can. M. Joseph. 7/6
Farcical novel of the London underworld by the author of "Lifer."

River, W. L.—Banners in Asia. M. Joseph. 7/6
Deals with the migration of the Torguts, a Mongol tribe, over three thousand miles across Asia in 1770.

Runyon, Damon.—My wife Ethel. Constable. 7/6
Short stories of a popular American humorist.

Stern, G. B.—Long story short. Cassell. .. 7/6
Pleasant short stories.

All questions relating to the *Activities of the Association* should be addressed to JOSEPH NORRIE, HON. SECRETARY, NEW ZEALAND LIBRARY ASSOCIATION, P.O. Box 1529, WELLINGTON, C.1.; while questions with regard to the *Bulletin* should be addressed to STUART PERRY, HON. EDITOR, "NEW ZEALAND LIBRARIES," P.O. BOX 1529, WELLINGTON, C.1.

It is asked that in remitting money to the Association, *exchange* should be added to *cheques*, and that cheques and postal orders should be made payable to the SECRETARY, NEW ZEALAND LIBRARY ASSOCIATION, *and not to any individual by name.*

EVENING POST PRINT. 1939